

USING YOUR FIRST COVENANT CHURCH BREEZE ACCOUNT

TO CREATE A NEW ACCOUNT

1. Look for the invitation to join Breeze in your email
 - If you have not received an invitation, go to www.redwingfirstcov.org/members and click on the link "Request a Breeze Account". Fill out the online form to begin the process!
2. Click on the link and create a username and password to access your account.
3. If your account was successfully created, the *Account Created* screen will appear with a Login box and you will also receive a confirmation email.
4. Click "Login" and the Breeze dashboard screen should open.
 - RECOMMENDATION: Bookmark this "Dashboard" page for quick access to Breeze!

TO MANAGE ONLINE GIVING OR MAKE A ONE-TIME DONATION:

1. Click on the "Give Now" link at the top menu bar (might be hidden in the "more" category).
2. Fill in the dollar amount.
3. Select the fund that you want your donation to go to. Default is our church general fund. You can also select to give to multiple funds through one payment.
4. Select the frequency of the donation.
5. Choose to pay by credit/debit card or ACH Bank Transfer and fill out your information.
 - NOTE: As with any online giving service, there are processing fees. The church automatically covers these fees, but it is recommended that you use an ACH Bank Transfer if able as it is a cheaper service. If you are willing, consider helping cover these costs through the option provided (see next step for more info).
6. Click "Continue"
 - Add any comments to your donation (optional)
 - If you would like to cover the processing fee, check the box (optional)
7. Click "Give"
 - NOTE: Payment methods are saved in your account for future use. You can remove them by accessing the "Payment Methods" tab on the left and clicking the "x".
 - NOTE: Any payments you made that are recurring can be edited in the "Recurring Gifts" tab on the left.

TO EDIT YOUR FAMILY'S CONTACT INFORMATION

1. Click on "My Profile" at the top menu bar
2. Click on the section header of the item you want to edit
3. Update your contact information.
 - If you would like your contact info to be private, some elements have the option to be made private. Select "Show More Options" when visible to see if this is available.
4. Click "Save" in the section header

TO VIEW THE CHURCH EVENTS CALENDAR:

1. Click on “Events” at the top menu bar
2. Confirm all calendars on the left are checked
3. Click on the event name to see more details

NEED MORE HELP?

If you have any questions or need help with your Breeze account, don't hesitate to contact our church office!

FREQUENTLY ASKED QUESTIONS

1. **What if I forget my username or password?** If the ‘Forgot My Password’ option at the login screen doesn't work, contact Pastor Mike and he can manually reset it for you.
2. **Who can see my family's information?** You have full access to see and edit your own family's information. However, not everyone can see your full profile like you can. Other people can access basic information just like a church pictorial directory (such as name, contact info, address, and family members). Only people who are a part of our church community will be allowed to have a profile and must be invited by our church office to create an account.
3. **What if I entered the wrong donation amount and it is already processed?** Our church financial secretary and they can help you process a refund. Contact our church office to get their contact information.
4. **What if I submitted my donation to the wrong fund?** Our church financial secretary and they can help you process a refund. Contact our church office to get their contact information.
5. **What if I selected the wrong donation frequency?** Go to “Give Now” in your Breeze profile. Click on “Recurring Gifts” and select “Change”. Update your preferences and then “Save Changes”.
6. **Is there an app I can use on my smartphone?** YES! You can fully access your Breeze account from your device. To download the app, go to www.breezechms.com/app. You can also simply use Breeze through your device's web browser and bookmark it there.
7. **I forgot to bookmark Breeze in my web browser! How do I find the Breeze login for my account?** Access the Breeze login by going to <https://redwingfirstcov.breezechms.com>
8. **What is our “Church ID”?** Our church ID for Breeze is “redwingfirstcov”.